

“Green” Hotels Association[®]

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Meeting Planner’s Questionnaire for “Green” Lodging Establishments

Item/Question	YES	NO	Example(s)
Does your property regularly purchase reusable and durable products?			
Does your property regularly purchase products that can be recycled?			
Does your property regularly purchase recycled products?			
Does your property have an in-house recycling program? If yes, what materials are collected for recycling?			
Does your property have a recycling program which allows guests to participate? If yes, what materials are included?			
Does your property recycle any other materials (linens, phone books, oil, pallets, batteries, etc.)?			
Will your property provide recycling bins for our meeting? Circle which materials we will have recycling bins for: aluminum, glass, newspaper, white paper, plastic, steel cans			
Will your property commit to seeing that the above items collected from our meeting are actually recycled?			
Does your property have a contract with a recycling hauler/s or business/es?			
Does your property donate, sell, or recycle old “durables” (i.e., furnishings, etc.)?			
Will your food and beverage services use reusable items such as cloth, glass, ceramic, etc. rather than disposable items such as styrofoam or plastic for our meeting?			
Will your property serve food buffet-style? One large plate? Without garnishes?			
Will your property use cream pitchers, sugar pourers and washable spoons rather than individual creamer and sugar packets, etc. for our meeting? Jelly servers rather than individual packets? Other?			
Will your kitchen purchase fresh rather than packaged produce?			
Are vegetarian or vegan menus available?			
Does your property purchase and serve beverages from a dispenser or in returnable refillable containers?			
Who pays for bottle deposits—the client or the property?			
Does your property donate leftover food to a local non-profit organization?			
Will you provide cloth rather than disposable table drapes for display tables?			
Will you provide meeting tables WITHOUT tablecloths?			
Does your property have props, decorations, foliage or centerpieces that we can use?			

Will you use chips or coins rather than disposable paper tickets for coat checking and auto parking?			
Does your property have guestroom dispensers for soap and shampoo?			
Is your property willing to remove all small plastic amenity bottles from the guestrooms which our participants will occupy?			
Does your property give guests a choice on having bath linens exchanged?			
Does your property offer guests a choice on having bedsheets changed?			
Do guestrooms have low-flow showerheads? Low-flow sink aerators?			
Will pitchers of water be placed on the tables rather than prepouring glasses of water?			
Will you use insulated water containers to keep the water cold longer?			
Will you use water from a cooler rather than using ice?			
Instead of offering individual bottled water, are 5-gal. containers available?			
Will you use leftover fresh water and ice to water plants or replenish fountains?			
What other water conservation measures have been taken?			
What are you doing to reduce dry cleaning and laundry paraphernalia?			
Does your property offer double-sided copying at a reduced rate (less than two single sheets)?			
Do doors to your meeting rooms open and close silently, without any sound?			
At the close of our meeting, is your property willing to distribute meeting materials and sample products left behind to a local charity that can put them to good use?			
What percentage of your property's lighting is fluorescent?			
Do meeting rooms have dimmers on lights?			
Do meeting rooms have windows for natural lighting?			
Is a terrace or poolside area available to minimize decor needs?			
What other energy conservation measures have been taken?			
What other conservation measures have you incorporated?			
Is your property a member of "Green" Hotels Association®?			
Has your property contacted "Green" Hotels Association® (713/789-8889, green@greenhotels.com) for information regarding being "green"?			
Is there anything further in regard to being "green" that your property will offer us?			

Property Name: _____

Address: _____

Contact: _____

Phone: _____ Fax: _____ e-mail: _____